



QUICK REFERENCE GUIDE:

Payroll - Updating a Wage Decision

Background:

Wage decisions are added to projects prior to transitioning proposals to construction. After a contract has run 24 months from contract award, an updated wage decision must be added in construction. If you are contract staff and aware of this deadline approaching, reach out to your RCCL in advance to allow them time to identify the appropriate wage decision(s).

Payroll submitted after the wage decision is updated will be evaluated using the new wage decision. DOT staff should make certain that all payroll are submitted and up to date prior to the new wage decision being added so that the payroll is evaluated against the appropriate rates. If payrolls need to be re-evaluated once the new wage decision is added, payrolls should be rejected, and the contractor advised to resubmit without modification.

Roles:

RCCL User

Navigation:

Construction > Contract Administration

1. Use the search field to search for and locate the contract for which a new wage decision needs to be added.
2. Select the **Contract** link
3. Select the **Projects** quick link at the top of the page
4. Select the **Project** link for which the wage decision is to be added
5. Select the **Wage Decisions** tab
6. Click the **Row Actions Menu** of the old wage decision and press **Delete**, and then **Save**.

7. Press the **Select Wage Decisions** button
8. Select the wage decisions to apply to the project. A green check mark will appear next to all selected.
9. Press **Add to Contract Project**
10. Press **Save**

If a wage decision was chosen in error, delete the wage decision by clicking the **Row Actions Menu** for the incorrect wage decision and selecting **Delete**.

Next Step:

Make sure to notify contract staff that a new wage decision has been added.

If you need further assistance, please contact your Module Admin.

Last Updated July 2024